

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Accountant**

**Class Code: 10192**

**Pay Grade: GH**

---

### **A. Purpose:**

Performs professional accounting work which requires the understanding and application of formal accounting principles and practices to ensure financial record keeping and procedures meet acceptable standards.

### **B. Distinguishing Feature:**

Accountants implement directives from fiscal managers, and follow accounting principles and established procedures to record, research, analyze, and develop reports for managers to use in monitoring revenue and expenditures and creating financial reports and projections.

Accountants also conduct daily business functions such as reconciliation of accounts receivable and payable, allocation of funds, and reporting of grant and fund balances.

Accounting Assistants follow established operating procedures to maintain accounts payable and receivable; record revenue, make deposits, and balance checking accounts; distribute costs to various grants and programs according to assigned coding; monitor fund sources and report shortfalls to managers; and report daily transactions.

Senior Accountants develop and maintain financial structures for departments; develop procedures for accessing information and developing reports based on their interpretation of applicable state and federal regulations, and analyze fiscal data to determine trends and make projections.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Implements budget guidelines into the daily business of the department as directed to ensure record keeping complies with established charts of accounts.
  - a. Adds, verifies, inactivates, or deletes coding on accounting system for daily transactions.
  - b. Determines where accounting data may be located in the accounting records and how to retrieve that data.
  - c. Reviews expenditures and compiles information for projections and FTE reports.
  - d. Collects and provides information to department staff regarding expenditures, revenues, expenditure authority, and FTE utilization.
  - e. Develops reports for management to assist them in developing new initiatives or streamlining existing programs.
2. Implements established fiscal record keeping procedures to comply with managerial guidelines for recording grants and funding sources.
  - a. Submits electronic draw requests, reports daily draws to the Bureau of Finance and Management, and explains discrepancies.
  - b. Provides information to program staff as to the financial status of grants.
  - c. Approves vouchers charging other agencies for services provided.
  - d. Accumulates expenditures by cost centers.
  - e. Calculates allocation distribution percentages based upon a specified allocation base.
  - f. Prepares reports to document match requirements, grant reports based on award year and projects costs, and answers department questions on grant expenditures.

3. Prepares financial reports by following established procedures to assist fiscal managers.
  - a. Compiles expenditure and obligation information and submits reports on cash balances, expenditures, and grant balances.
  - b. Determines depreciation on fixed assets for financial statements and cost analyses.
4. Implements accounts receivable/payable procedures to provide comprehensive record keeping of department transactions.
  - a. Prepares various reports and documents necessary to obtain reimbursement.
  - b. Monitors revenue collection, prepares receipts for cash received, prepares cash receipt journals, balances accounts, and makes deposits.
    - i. Determines types of transactions to record.
    - ii. Determines applicable grant match and fiscal year to which deposit is applied.
  - c. Reconciles vendor statements, and coordinates corrections with vendors.
  - d. Identifies expenditure corrections to be made, and prepares journal vouchers.
  - e. Maintains department inventory and works with program staff to verify listed items.
  - f. Maintains databases to record time study data by identifying random samples, maintaining task codes, and recording data to provide a basis for cost allocation of department services.
5. Monitors and processes fiscal activities of contracts, grants, and sub-grants to ensure funds are accounted for and properly allocated.
  - a. Monitors federal grant awards to determine if adequate funds are available.
  - b. Audits contract expenditures.
  - c. Ensures the timely and accurate payment of contractual obligations.
  - d. Develops and maintains contract and grant utilization reports and records.
  - e. Researches information from the federal registers, grant awards, state accounting system, cost allocation working papers, and the budget to prepare grant status reports.
  - f. Closes out contracts and grants by preparing and compiling documentation.
6. Maintains responsibility for cost and project accounting to determine appropriate charges.
  - a. Implements and maintains the process for determining costs which will result in adjustments to the cost structure.
  - b. Verifies and reviews data provided to establish an equipment use rate and prepares a cost analysis.
  - c. Sets up prorates for charging and distributing applicable indirect costs.
  - d. Prepares cost packages for billings.
  - e. Audits bills received from other agencies for compliance with agreements.
  - f. Develops reports to identify trends and makes recommendations for changes.
7. Performs other work as assigned.

**D. Reporting Relationships:**

Typically reports to a fiscal manager. Typically does not supervise, but may direct the work of lower level accounting/claims staff.

**E. Challenges and Problems:**

Challenged to identify and gather needed information, determine where to find it, and how to present it. Further challenged to stay abreast of federal reporting requirements, and to ensure compliance with state, federal and program requirements.

Typical problems include resolving expenditure errors, coding problems not resolved at lower levels, fund transfer issues, and discrepancies between reports and records.

**F. Decision-making Authority:**

Decisions made include what information to compile for financial reports and statements, revenue expenditure projections, and code assignment.

Decisions referred include establishing codes and cost centers, policy interpretation, and changes to the accounting system.

**G. Contact with Others:**

Daily contact with department staff to provide technical assistance and to discuss budget issues; and frequent contact with the Bureau of Finance and Management, Auditor's Office, and federal agencies to give and receive information or resolve problems.

**H. Working Conditions:**

Typical office environment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- generally accepted accounting principles (GAAP), practices, and standards;
- generally accepted auditing standards (GAAS).

Ability to:

- comprehend and apply pertinent laws, rules, and policies;
- conduct research, compile, and analyze financial data;
- use computers and applicable accounting software.

*CC: 10192 EEO: 2 Est: Rev: 2/01*